

## Central Plains Library System Board Meeting

April 20, 2015 10:00 am

Ord Township Library

1718 M Street, Ord, NE.

**PRESENT:** Dixie Codner, Jody Crocker, Judy Hagan, Kristi Hagstrom, Pat Hughes, Mo Khamouna, Rochelle Kruger, Sky Seery, Kathy Thomsen, Julia Van Meter

**ABSENT:** Tim Johnson, Robyn Johnston, Shawna Lindner, Debra Moninger, Megan Svoboda

**ALSO PRESENT:** Denise Harders (CPLS Director), Sharon Osenga, (CPLS Director), Kay Kloppenborg (CPLS Admin Asst.), Richard Miller (NLC Rep)

### Agenda

**CALL TO ORDER/ROLL CALL:** Jody Crocker called the meeting to order on 4.20.15 at 10:02 am.

**APPROVAL OF MINUTES:** Please see corrected minutes sent out via email on 4.16.15. Kristi Hagstrom moved to accept minutes, Judy Hagan seconded.

**FINANCIAL REPORT:** QuickBooks is up and running. Periodical subscriptions are paid for the year. A memo will be added to the QuickBooks report that explains purchases further so Kay does not have to duplicate the report in another format.

**CORRESPONDENCE:** Thank you note from Betty Warnke for the Kindle she won for the Week of Weeding. Thank you note received from Dana Wade.

**DIRECTORS' REPORTS: Sharon:** Final refund checks from Eakes and Universal Service for Meridian have been received. Gary Riggs will be contacted to look at books before the end of June. Promotional items are well liked. Second Summer Reading Workshop was a success with 41 in attendance. Twelve attended Koha meeting in Holdrege. \*Individual Report: Visited a number of libraries, meet with new directors, and assisted w/weeding. Shared information about retiring library personnel and library renovations in the CPLS area.

**Denise:** RVLS bank account is still open, waiting for E-Rate refund. Leftover money has not been moved, waiting for refunds. Four Meet & Greets in Holdrege, North Platte, Atkinson, & St. Paul, averaged 6 to 8 people at each session. Directors are taking suggestions for Book Kits – especially the Golden Sower Kit. \*Individual Report: Insurance is proving to be a challenge, see more in New Business. Worked out the banking issues also, free online access for non-profit. Directors have been in Holdrege, three elementary schools are combining to one building so they have been weeding and assisting. Denise attended Advocacy Day in March. Transporting the cutting machines. Elwood purchased Overdrive, Denise conducted a training to gain interest in that service. School Librarian's Day in North Platte. Denise traveled, met w/new librarians, etc. Working on the never ending E-Rate forms.

Transition to the new system has been very complex but a good thing as far as libraries reaching out via phone or email. Both directors are pleased with the response by all in the Central Plains Library System.

The Honda was sold for \$5,000. Purchased a 2015 Ford Escape SUV.

Will look at the Summer Reading Workshop and change things up in the future sessions.

### OLD BUSINESS:

### Action Items

**Division of Director's Duties** – Sharon will maintain website, Flickr. Denise will take care of the newsletter and Pinterest. Sharon will oversee the Workshops on Demand schedule and take over the QuickBooks administrative duties by going to Hastings on the 15<sup>th</sup> and 30<sup>th</sup> of each month to take care of payroll, bills & financial reports. Alternating audio book selection monthly.

There will be two weeks of weeding – it's a hot topic! A Workshop on Demand will be created for these libraries to utilize. Possibly an NCompass Live session that would be archived forever.

Judy Hagan agreed to allow other libraries in the north to use her cutting machine and dies. Will continue to think about transporting the cutting machine/dies.

*Brief Adjournment at 12:07pm for lunch.*

*Jody called the meeting back to order at 12:38pm.*

Board will revisit the director duties at our next meeting. Pat Hughes made a motion to accept the duties as described. Mo Khamouna seconded. The motion carried.

**CPLS Operating Policies and Procedures** – CPLS Policies and Procedures, with a change on the Compilation of Financial Statements to biannual. Julia Van Meter made a motion to accept the CPLS Policies and Procedures as presented w/noted change. Kristi Hagstrom seconded. The motion carried.

**System Plan** – 2014-2015 System Plan needs to be presented to the Commission by July 1. Needed is an Ad-Hoc Committee to assist with this System Plan. Committee members are: Sky Seery, Dixie Codner and Jody Crocker. Judy Hagan made a motion to accept the ad-hoc committee. Rochelle Kruger seconded. The motion carried.

## **NEW BUSINESS:**

### **Action Items**

**Committees** – Sharon suggested a Continuing Education committee. Members are as follows: Kristi Hagstrom, Judy Hagan and Mo Khamouna.

**Annual Meeting** – Planning on July at Central Community College, Grand Island campus. Will ask Christa Burns to present a 50 Cool Tech Tools as it is always such a big hit at the NLA Annual Conference. Planning will continue.

**Binding Machine** – Denise and Sharon presented the #620 Machine from Cover One for purchase. Cost is \$1,195.00. \$500 is budgeted for this machine and w/the nearly \$7,000 transferred after the Meridian System checking account is closed, there is money to purchase this machine. RVLS has unbudgeted money as well. A fee for supplies is yet to be determined but Denise proposed \$.50 per paperback and \$1.00 per hardback. Pat Hughes suggested a summer intern to assist with binding. Mo Khamouna made a motion to purchase the #620 Binding Machine. Pat Hughes seconded the motion. The motion carried. Guidelines/policies will be created after the purchase.

**Hastings Business office Lease** – Landmark Center where Denise and Kay are located have offered a new 2 year lease July 1 that increases the rent \$25/month for a total of \$575. This includes a reception office, office and storage room with access to a conference room. Julia Van Meter made a motion to stay at the Landmark Center w/the 2 year lease. Dixie Codner seconded. The motion carried.

**Insurance – Business/Comp Policy** – Two policies w/American Family Insurance - Employee Dishonesty Policy tied w/Worker's Compensation policy, other policy is the business insurance. Denise received a bill for \$200 for the last quarter of the year when she added Sharon to the policy. However, the System does not owe that money as Sharon

wasn't included until January 1, 2015. Denise wrote letter to national company, sent copies of payroll and they agreed that the System does not owe this money. Local agent has been less than forthcoming regarding the new policy change. Denise would like to search for different insurance that can handle the System needs with timely and accurate response. Pat Hughes suggested meeting w/insurance agent, telling him to get it together or the System walks. Julia Van Meter stated that the agent isn't working for the System, when Denise is doing the legwork. Kristi Hagstrom made a motion to shop around for new insurance to fit the System needs. Kathy Thomsen seconded. The motion carried.

**Policies for System Services – Bulk Loan** - Denise suggested offering the services of the System outside of the CPLS boundaries at a different price point, where before we would only offer those services inside the System boundaries. Kristi Hagstrom works with Cozad with their own Bulk Loan. She suggested taking the system out of it. Message will be sent to those libraries in the old system to see if they'd like to be included. Jody would be like to see if libraries in the CPLS area would like to participate. Pat Hughes suggested keeping it for a year to monitor. Julia Van Meter would like a note included in the outside libraries to look for Bulk Loan within their system.

**Disc Cleaning/Repair** – Currently the System charges \$0.50 per disc, that money is used not only for repair but postage. The System is usually eating postage. Sharon suggested \$0.50/disc and actual postage. Kay will keep track of postage and Sharon will bill it. Julia Van Meter made a motion to raise the price \$0.50 + postage and service only the CPLS region. Pat Hughes seconded and the motion carried.

**Scholarships** – Start with a clean slate – there is no money until the next fiscal year. Scholarships will be \$100.00. Dixie Codner made a motion to change the name to CPLS Scholarship Policy, Mo Khamouna seconded. The motion carried.

**Savings Account** – Julia Van Meter stated it would be nice to have a savings account. Kristi Hagstrom made a motion to put the extra money in a savings account (after the purchase of the binding machine). Julia Van Meter seconded. The motion carried.

**System Awards** – Meridian had a Helping Hand Award (volunteer) and Leadership Award (deserving employee). Was advertised in the newsletter and awards were presented at the Annual Meeting. Judy Hagan made a motion to continue with the System Awards, renamed appropriately. Rochelle Kruger seconded. The motion carried.

**NLC COMMISSION REPRESENTATIVE REPORT:** Skillsoft, for library staff training available. Over 500 classes and it's free. Contact Laura Johnson with questions. 2015 Nebraska Book Festival is April 25, 2015 at UNO's Weitz Community Engagement Center. Writing workshops in the morning, book signings in the afternoon. The Mildred Bennett Award will be announced prior to the reception and evening events feature NeBooks Project Student & Teacher Showcase. Updating Supplementary Public Library Data can be completed at any time. There are grants available to accredited Nebraska public libraries: Youth Grants for Excellence and Library Improvement Grants. Check out upcoming NCompass Live programs. Letters about Literature winners/runner-up announced 4.8.15 at a proclamation-signing ceremony at the Capitol. Please visit the NLC website for more information regarding all of this information.

Jody Crocker adjourned the meeting at 2:00pm.

**NEXT BOARD MEETING:** Annual Meeting, date to be determined at CCC in Grand Island.

Respectfully submitted,

Sky E. Seery